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## **ATTENDANCE POLICY**

### **PURPOSE**

The purpose of the Chariho School District Attendance Policy is to bring students and teachers together so that learning can take place. Attendance at school is a serious matter and time lost from class, including tardies and early dismissals, is irretrievable. Studies show that attendance is directly related to a student's success in school. Attendance records are also part of a student's permanent records, which may be passed on to any organization seeking references. Rhode Island state law requires all students between the ages of six and sixteen years to be registered in and attend school regularly.

### **DEFINITIONS:**

#### **Exempt Absences**

Exempt absences include a student's participation in an approved school-sponsored activity, suspension days, religious holidays, a death in the family, a doctor-excused illness or injury (doctor's written excuse must be submitted upon return to school), court appearance, military deployment event, or dismissal from school by school principal or designee. Exempt absences do not count toward attendance policy limits. (See promotion points and course credit requirements.)

#### **Non-Exempt Absences**

Non-exempt absences include all absences not listed as Exempt Absences. Non-exempt absences count toward attendance policy limits. (See promotion points and course credit requirements.)

#### **Truancy**

A student is considered truant when he/she purposely stays away from school without parent/guardian permission. Students who do miss school with parent/guardian permission, however, may be considered truant.

#### **Appeals**

Aspects of the Attendance Policy, including those concerning promotion points and course credit, may be appealed according to the timelines and procedures of the Appeals Policy.

### **Grades K-12**

#### **RECORDING AND REPORTING ABSENCES, TARDIES, AND EARLY DISMISSALS:**

1. All absences, tardies, and early dismissals are recorded and reported as non-exempt until an appropriate excuse is provided in writing. See definitions above for exempt and non-exempt absences.
2. A parent/guardian is required to call the school to report their child's absence. The school clerk will attempt to contact the parent/guardian regarding absences if the school has not been notified. This contact does not imply that such absences are exempt. Parent permission, in and of itself, is not recognized as a legitimate reason for absence.
3. Following four (4) non-exempt absences, tardies, and/or early dismissals, the school will contact the parent/guardian to notify them of the attendance concerns and provide a copy of the attendance policy for their review. See High School specific information below.

4. Following eight (8) non-exempt absences, tardies, and/or early dismissals, the school will contact the parent/guardian in writing requesting a meeting. A referral may be made to the Attendance Officer.
5. Following ten (10) non-exempt absences, tardies, and/or early dismissals, a referral will be made to the Attendance Officer and/or Truancy Court. See High School specific information below.
6. Appointments with doctors, dentists, etc. should be made at times other than during the school day.
7. Students with any non-exempt absence, tardy and/or early dismissal on the day of a school-related activity (e.g., dance, play) may not attend that activity.

**FAMILY TRAVEL AND VACATION:**

Student absence from class for purposes of family travel or vacation is a loss of valuable class time and is strongly discouraged. All work will be provided upon return to school; students will have one day for each day missed to complete work, up to a maximum of three (3) days.

**EARLY DISMISSALS:**

A written request for early dismissal signed by the student's parent/guardian must be presented to the first period classroom teacher on the day of the early dismissal. Parental phone calls requesting an early dismissal must be approved by the Principal/Designee. This request must contain the date, time, reason for dismissal, telephone number for verification, and parent/guardian signature.

**Grades 5-8****PROMOTION POINTS:**

Students exceeding ten (10) non-exempt absences per year shall not receive the three points toward promotion for the following: math, science, social studies, language arts, English, foreign languages and physical education/health. For all other courses, students exceeding five (5) non-exempt absences shall not receive the promotion point. Students in grades 5-8 who attend The RYSE School lose points after accumulating ten (10) non-exempt absences per year.

**Grades 9-12****COURSE CREDIT:**

In order to receive credit for a course, students must earn a passing grade. A grade cannot be earned when a student exceeds five (5) non-exempt absences in a semester and three (3) in health and physical education. In these situations, an "E" will be recorded on the report card indicating a loss of credit due to excessive absences. Students in grades 9-12 who attend The RYSE School lose credit after accumulating ten (10) non-exempt absences per year.

**INTERVENTION:**

The administration/designee will notify parents/guardians of absences in the following manner:

- After two (2) non-exempt absences in a semester, parents/guardians will be notified of the situation in writing to define the problem and explain the consequences. Parents/guardians will be informed that the student is in danger of receiving an "E" on the report card indicating a loss of credit due to excessive absences.

- After four (4) non-exempt absences in a semester, a letter will be sent notifying the parents/guardians of continued absences. A conference will be scheduled with parents/guardians, the student, an administrator and/or Dean of Students and other professionals, as needed. Parents/guardians will be informed that the student is in imminent danger of receiving an “E” on the report card indicating a loss of credit due to excessive absences, and immediate action should be taken to remedy the situation. A referral may be made to the Attendance Officer.

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